

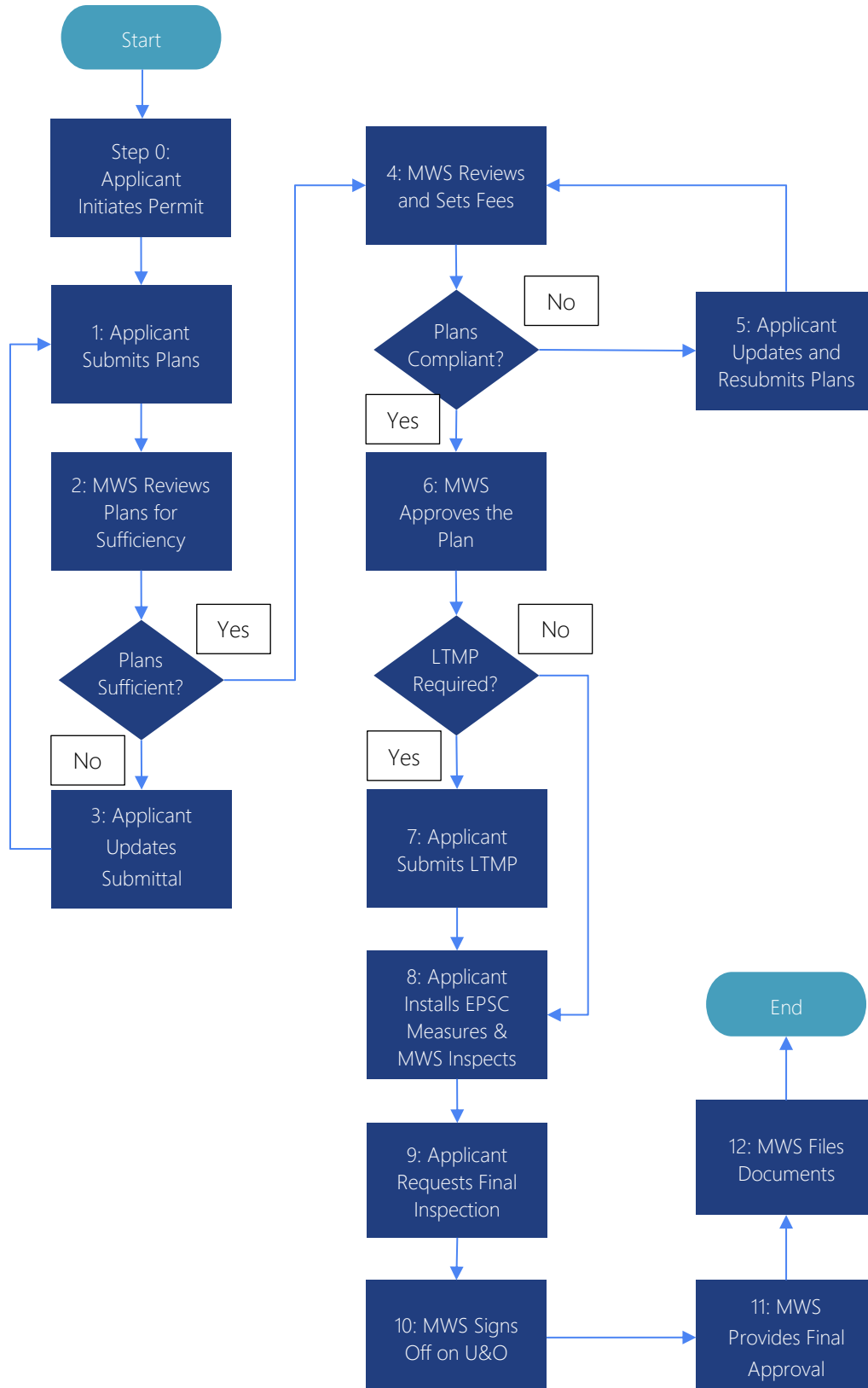
Infill Development Guide

Metro Water Services



Process Flow Diagram

Overview





Process Descriptions



Infill Process

Introduction

An "Infill" project is one that involves either the new or significant redevelopment of a lot that is not a part of a grading permitted subdivision. Common examples of such projects include tearing down one residence and building back either one or two in the previous residence's place. Infill projects also involve permits for additions made to existing homes that increase the impervious area by more than 800 square feet. Infill projects involve single family homes or some multi-family homes that are on lots less than 10,000 square feet in size. See [Regulated Residential Infill | Nashville.gov](#) for additional information.

Step 0: Applicant initiates the process of a securing a Building Permit

Step Detail

The process for securing a Building Permit begins with the Metro Department of Codes and Building Safety (Metro Codes). To start the process of securing a Building Permit, contact the Codes Help Desk:

- Address: 800 President Ronald Reagan Way, Nashville, TN 37210
- Hours: Monday-Friday, 7:30 a.m.-4:00 p.m.
- Email: zoninghelpdesk@nashville.gov
- Phone Number: 615-862-6510

A Codes zoning examiner will work with the Applicant to identify the Metro Departments that must be involved for the Building Permit to be completed. Please keep these factors in mind:

- It is the Applicant's responsibility to follow the requirements of the checklist on the building permit application and to make sure all necessary signoffs are achieved.
Currently, Metro Nashville does not have the technology to route the application through each step in the required process; that is the Applicant's responsibility.
- It is also the Applicant's responsibility to schedule the necessary inspections with Metro Nashville at the proper time in the building process.
- Do not seek to determine what reviews and permits are required on your own. That is the job of the Codes Zoning Examiner. If an Applicant fails to complete the steps identified in the permit application, the Building Permit process will be delayed.
- Allow plenty of time. The Metro agencies involved in the review process are dealing with an unprecedented number of permit applications.



Infill Process

Associated Links

[Residential Building Permit Application](#)

[Regulated Residential Infill | Nashville.gov](#)

Step 1: Applicant submits building permit application and plans to MWS DS Infill

Step Detail

Metro Water Services Development Services (MWS DS) has the responsibility for projects designated as Floodplain, Grading, and Stormwater Single Family (SWSF) by the Codes Zoning Examiner. **For additional information on Floodplain Program requirements, see the Floodplain Program introduction at the [end](#) of this document.**

To begin the Infill review process, the Applicant must complete the [Stormwater Checklist](#) and submit it along with the Building Permit application and a site plan (in PDF format) to MWS.Stormdr@nashville.gov

For a complete submittal, the Stormwater Checklist must be complete, and the site plan must include the following:

- Location, configuration and finished elevations for existing and proposed impervious areas
- Proposed drainage infrastructure in right-of-way (ROW)
- Lot/building layout with dimensions
- Existing and proposed ground contours and elevations
- Sanitary and storm sewer, structures and easements
- Erosion and sediment control practices in conformance with the [Stormwater Management Manual Volume 4](#);
- Selected Green Infrastructure Control & Practice Tear Sheets
- All points where stormwater leaves the site (if applicable)
- Locations of buffer (stream, floodway) zones (if applicable)
- 100-year floodplain boundary (if applicable)
- Proof of zero increase in 10-year peak runoff (if applicable)
- Proof of competent downstream drainage (if applicable)
- Previously assigned grading permit (if applicable)



Infill Process

Submitting compliant site plans speeds up the entire plan review process.

Associated Links

[Stormwater Checklist](#)

[Stormwater Management Manual Volume 4](#)

Step 2: MWS DS Infill reviews plans submittal for sufficiency; returns to Applicant if insufficient

Step Detail

Once the Infill plan and supporting documents are submitted by the Applicant, the submittal is reviewed for completeness by a MWS DS Plan Reviewer. The Plan Reviewer contacts the Applicant via email to inform them of their submission's sufficiency. If insufficient, the email includes a list of missing items and instructions on how to resubmit.

If the submission is sufficient, see [Step 4](#). Plan status can be tracked through [ePermits](#).

Associated Links

[ePermits](#)

Step 3: (If returned) Applicant updates submittal and re-submits

Step Detail

The Applicant must address the feedback, update the submittal to include all items detailed in [Step 1](#), and re-submit to MWS.Stormdr@nashville.gov

Step 4: MWS DS Infill reviews the site plan and establishes permit and fees

Step Detail

Once a sufficient submittal is received, the Infill Reviewer will perform a thorough and comprehensive review for compliance with infill regulations and requirements. An infill SWSF permit is set up (as child permit to the building permit) for fees, tracking, and inspections.



Infill Process

The Infill Reviewer uses several tools to review and determine the disposition of the proposed site development. A site visit may be performed during a review if confirmation in the field is necessary, or the Applicant may be contacted with questions.

The Infill Reviewer compiles comments and noted issues to be addressed and sends them to the Applicant via email. The request for payment associates SWSF fee is also included in correspondence. This fee may be paid at any time but **must** be paid prior to receiving signoff on the building permit(s).

Applicants can pay fees in person at the Development Services section front desk, Metro Office Building – 1st floor at 800 President Ronald Reagan Way, Nashville TN, 37210. Checks are preferred but credit cards are accepted. All payments must include Applicant's name, contact info and infill SWSF permit number.

The best way for an Applicant to determine the status of a project is to check in Metro's [ePermits](#) system.

Associated Links

[ePermits](#)

[Fee Schedule](#)

Step 5: (If returned) Applicant updates plan to bring into compliance with regulations

Step Detail

The Applicant reviews comments and/or markups to the site plan received from the Infill Reviewer and makes changes to the site plan to bring it into compliance with regulations. An Applicant's failure to address comments substantively results in further submission, review, and return cycles.

If the Applicant has questions regarding the comments, they can reach out to the assigned Infill Reviewer for additional information and/or clarification.

Once the site plan is updated to address the comments, it can be resubmitted through the process documented in [Step 1](#).

If after multiple reviews a plan is still not meeting requirements, the Infill Reviewer may schedule a meeting with the applicant.



Infill Process

Step 6: MWS DS Plan Reviewer approves plan

Step Detail

Once a site plan meets all regulatory requirements and the associated permit fee has been paid, the Infill Reviewer approves it. Once the plan is approved, the Applicant receives email notification. The approved site plan and Stormwater Checklist are attached to the Infill SWSF permit.

The Infill Reviewer provides a conditional sign-off on the Building Permit(s). The conditional signoff ensures the Building Permit generates a Final Grading U&O line item, required to be signed off by an Infill Reviewer after construction is completed. This requires a final inspection to verify full adherence and compliance with the approved plan of record.

The approved site plan and associated documents can be accessed [ePermits](#).

Associated Links

[ePermits](#)

Step 7: (If required) Applicant submits Long-Term Maintenance Plan

Step Detail

For plans that are approved to implement a green infrastructure control practice (GICP) for stormwater mitigation, the Applicant must submit a DRC/Long-Term Maintenance Plan (LTMP) to Infill for review and subsequent recording with the Register of Deeds (through MWS Property Services). To proceed with construction, the DRC/LTMP must be submitted after receiving notification that the building permits have been signed off. Applicants should consult with their MWS Infill representative and review the following document for more information: [Stormwater Management Manual Appendix C \(nashville.gov\)](#).

MWS Infill verifies that the DRC/LTMP is appropriately recorded before completing a final inspection.

Associated Links

[Stormwater Management Manual Appendix C \(nashville.gov\)](#)



Infill Process

Step 8: Applicant installs approved Erosion Prevention and Sediment Control (EPSC) measures at the site and Infill conducts inspections

Step Detail

The Applicant must install the required EPSC measures as noted on the approved site plan. The MWS Inspector confirms that the EPSC measures are adequate and in place during initial, scheduled inspection. The MWS Inspector sends email correspondence to the builder/responsible party noted on the submitted stormwater checklist with items to be corrected and compliance deadline.

A site-reinspection is performed to verify compliance. Failure to comply with the approved EPSC measures could result in a Notice of Violation with penalty.

To ensure EPSC measures remain in place, routine inspections are conducted periodically. Inspections are also conducted in response to complaints. Routine inspections focus on not just the initial EPSC measures, but also compliance with all required stormwater features from the approved site plan. Sites that require corrective action are sent email correspondence with measures to be completed.

Site inspection results are documented in the SWSF permit. The Applicant does not have to be present on site for inspections

Associated Links

[Erosion Prevention and Sediment Control Inspection manual \(tn.gov\)](#)

Step 9: Applicant requests final inspection

Step Detail

It is the responsibility of the Applicant to ensure compliance with all GICP specifications and requirements as identified in the approved site plan. There may be modifications needed to the stormwater infrastructure requirements over the course of construction, but those modifications must be submitted to MWS Infill for review and approval. A revised site plan is required for review and should be submitted to mws.stormdr@nashville.gov.



Infill Process

Once the site is complete, all approved stormwater mitigation is installed, and the DRC/LTMP recording complete, the Applicant should send a request for final inspection to: singlefamilystormwater@nashville.gov. Photos of installed GICP features must be included in the final inspection request.

A site unable to pass inspection will not receive final approval from MWS DS.

Step 10: Infill signs off on Building Permit U&O line

Step Detail

Metro Codes requires that all required department inspections have been completed and sign offs received before allowed the Applicant is allowed to request a U&O letter.

Step 11: Infill provides final approval and signs off on permits

Step Detail

Once the site has met compliance per the approved plan of record (as determined by the final inspection), MWS Infill closes out the assigned SWSF permit and performs the final grading U&O signoff on the Building Permit.

Step 12: Infill files documents

Step Detail

All Infill permit related documents (site plan, checklist, etc.) are filed as attachments under the SWSF permit and maintained by MWS.



Floodplain Program Introduction

Metro Nashville participates in the National Flood Insurance Program (NFIP - [Flood Insurance | FEMA.gov](https://www.fema.gov/nfip)) and the Community Rating System (CRS - [Community Rating System | FEMA.gov](https://www.fema.gov/crs)), a voluntary incentive program that encourages community floodplain management practices that exceed the NFIP standards. In CRS communities, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community's efforts to address the three goals of the program:

- Reduce and avoid flood damage to insurable property
- Strengthen and support the insurance aspects of the National Flood Insurance Program
- Foster comprehensive floodplain management

Participation in these programs requires that projects requiring building permits be constructed in conformance with floodplain regulations, such as are specified in the MWS Stormwater Management Manual Volume 1, Chapter 5 ([Microsoft Word - Chapter 5 Draft 2016 \(nashville.gov\)](#)).

For a project determined to be subject to floodplain regulations, the following information must be included with the plan:

1. The Base Flood Elevation (BFE) (determined by surveyor via Flood Insurance Study (FIS) profile, confirmed by MWS staff).
2. The Finished Floor Elevation callout for the proposed structure (minimum 4' above BFE for residential and 1' for non-residential).
3. Any proposed grading/fill in the floodplain (may require engineered plans).
4. Confirmation that all materials below the BFE will be flood resistant (more information at [fema tb 2 flood damage-resistant materials requirements.pdf](#)).
5. Demonstration of safe passage of water through structure by use of flood vents, open areas (such as building on piers, etc.).
6. Information to enable review of architectural design of porches, if necessary.
7. Confirmation of locations (and elevations) of proposed machinery (typically furnace, air conditioner, and water heater are main concerns). These should be 1' or more above BFE. Gas meter, electric meter should be elevated if possible. Water meter does not need to be elevated. Outlets and ductwork should also be 1' or more above BFE.



Infill Process

Acceptable Green Infrastructure practices in floodplain are modified French drains, vegetated filter strips, and cisterns (may require backwater valve).

Additional requirements include:

1. Prior to the framing inspection, a FEMA Elevation Certificate ([FF-086-0-33 Elevation Certificate and Instructions, 2015 Edition \(fema.gov\)](#)) must be sent to logan.bowman@nashville.gov and singlefamilystormwater@nashville.gov.
2. After receipt of the FEMA Elevation Certification, an MWS DS representative must inspect and verify that the floor level is at the right height.
3. It is requested that markers be put on the structure showing the level of both the finished floor and the BFE. This is to help the Metro inspectors verify that the utility systems are built to the proper height.

An MWS DS representative must inspect and confirm that all applicable floodplain requirements applicable to the project are met before the building permit can be approved.